



MEMORANDUM

TO: All State Agencies

FROM: Joseph A. Giddis, Director
State Procurement

DATE: April 9, 2002

SUBJECT: Office of State Procurement Policy Directive # 02-03 Promotional Items

This office frequently receives questions regarding the procurement of promotional items for distribution to employees and students, or the general public.

Items requested range from pins, buttons and pens, to tee shirts, sweatshirts and plaques

Items of this nature are not normally permitted to be purchased utilizing state appropriated funds.

Certain agencies have authorization to purchase items for promotional purposes by special language in the agency's appropriations acts.

Postsecondary educational institutions may apply to the Chief Fiscal Office of the state for a transfer of moneys from its operating expenses appropriation to a promotional items line item in accordance with ACA of 1987 § 6-63-304 (b).

The following are items that are not prohibited from procurement with appropriated funds.

1. Plaques for student achievements.
2. Plaques for board or commission members upon termination of service on a board or commission.
3. Promotional items specifically authorized by language in a state or federal grant.
4. Items purchased, the cost of which is reimbursed by students.

The above items are the only promotional items authorized without specific language in an agency's appropriations act.